

How to Provide Approval of a For-Credit Internship or Field Experience.

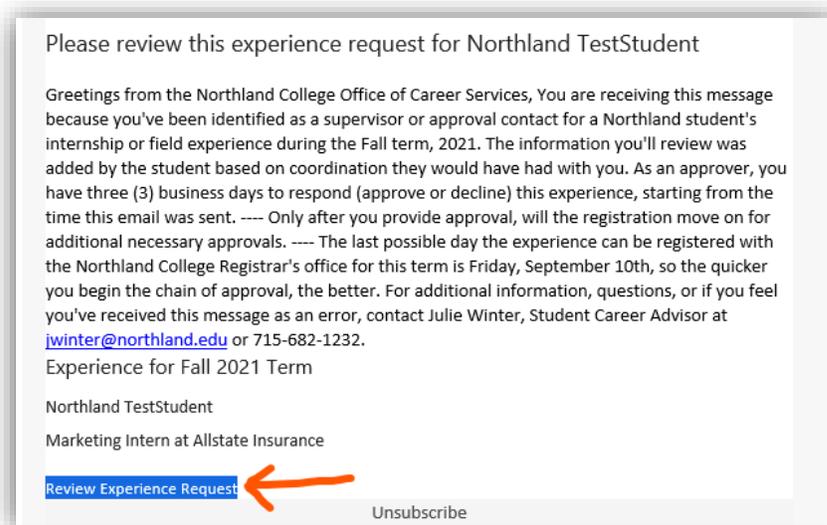
If a student chooses to register their internship or field experience for academic credit, they must submit all necessary information through the Handshake Experiences tool to complete the registration process.

When a student submits an experience, it begins a chain of approvals. A reviewer won't receive their notification email (sent from Handshake) until the person prior to them has approved the experience. Each reviewer has **three (3) business days** to either approve or deny the experience.

- Approver/Reviewer #1 – Internship Supervisor
- Approver/Reviewer #2 – Faculty Supervisor
- Approver/Reviewer #3 – Student Career Advisor
- Approver/Reviewer #4 – Northland College Registrar

What the Approval Request Will Look Like:

1. **Faculty Supervisors** will receive an email from Handshake with the subject line: "Experience requested by [student name]" after the Internship Supervisor has approved the experience.
 - Click on "Review Experience" to see the information submitted by the student and provide your approval or denial.



- Once taken to the experience in Handshake, you'll be able to review information the student submitted, and see the prior approval from the Internship Supervisor. You will also need to acknowledge and agree to the responsibilities of your role, which can be viewed in full through a downloadable attachment. If all the information submitted by the student looks good, you can approve on the "Your Response" page.

“Job Details” Information (submitted by the student). Use the blue “Next” buttons to progress through each page of the approval.

Handshake | Northland College Learn More Help

Experiences Northland TestStudent
Sophomore at Northland College Allstate Insurance
Marketing Intern

Review Experience Request

Please respond within 5 days
The deadline to approve or decline this experience is Aug 11, 2021 11:59 PM

- Job Details**
Fall 2021 Term
- Experience Details
3 learning objectives
1 attachment
- Student Survey
17 answers
- Reviewer Survey
Internship/Field
Experience
Supervisor
- Your Survey
1 Questions
- Your Response

Job Details

 **Allstate Insurance**
Insurance

2343 West Montrose Avenue, Chicago, Illinois 60618, United States
111-222-3333
internshipsupervisoremail@allstate.com

Job Title	Marketing Intern
Department	Sales
Job Type	Internship - Part-Time
Salary	\$10.0 per hour
Acceptance Date	08/10/21
Duration	08/30/2021-12/01/2021 (3 months)

[Next: Experience Details](#)

“Experience Details” includes the student’s learning objectives. The responsibilities agreement can also be downloaded, which explains each person’s expectations for the experience, including the Faculty Supervisor responsibilities.

The screenshot displays the Handshake interface for a student reviewing an experience request. The top navigation bar includes the Handshake logo, the institution name 'Northland College', and links for 'Learn More' and 'Help'. The page title is 'Review Experience Request' under the 'Experiences' category. User information for 'Northland TestStudent' (Sophomore at Northland College) and the employer 'Allstate Insurance' (Marketing Intern) is shown. A yellow banner indicates a 5-day deadline to respond, ending on August 11, 2021, at 11:59 PM. The main content area features a sidebar with a progress list: Job Details (Fall 2021 Term), Experience Details (3 learning objectives, 1 attachment), Student Survey (17 answers), Reviewer Survey (Internship/Field Experience Supervisor), Your Survey (1 Question), and Your Response. The 'Experience Details' section is active, showing 'Learning Objectives' with three bullet points and an 'Attachments' section with a document titled 'Internship_Experience_Responsibilities_Agreement.docx' (167 KB). Navigation buttons for 'Previous' and 'Next: Student Survey' are located at the bottom of the content area.

“Student Survey” includes additional information the student shared, which is required for our academic credit registration process. They would have received some of this information from you, so please check over it carefully to ensure it’s all accurate.

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Student Answers

Survey Answers: Internship/Field Experience Roles

Your "Internship Supervisor" or "Field Experience Supervisor" is the person at the organization where you will complete	I understand who my Internship Supervisor is for this experience, and what their duties are related to my learning and development.
See More	
Your "Faculty Supervisor" or "Faculty Instructor" is a professor who teaches in the department you register the	I understand who my Faculty Supervisor is for this experience, and what their duties are related to my learning and development
See More	
The Student Career Advisor is Julie Winter. Her role in internship registration is to help ensure all your paperwork is	I understand what the Student Career Advisor's role is in this experience, and know to contact her if I need help throughout this registration process.
See More	

Survey Answers: Site Information

What date will you start your experience? (cannot be prior to this experience being approved) . Please be sure to list a	8/30/21
See More	
End date. Please be sure to list a specific date. This date should be on or before the end-of-term date.	12/1/21
How many hours per week (on average) do you anticipate completing?	9
Is your experience paid or unpaid?	Paid (hourly)

“**Reviewer Survey**” Includes information submitted by the Internship Supervisor during their approval, including whether they’ve partnered with Northland on previous internships. If they have not, the Student Career Advisor will connect with them to ensure all required information is shared, and to vet that the experience can in fact be considered an internship. The acknowledgement and agreement of the responsibilities of their role is also recorded here.

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Reviewer Survey

Internship/Field Experience Supervisor
Northland College Jobs & Internships

Julie Winter
jwinter@northland.edu
(715) 682-1232

Reason For Approval

No reason provided

Survey Answers: Previous / Existing Partnership with Northland

Has your organization previously partnered with Northland College to offer internships?	Yes - we've worked to offer positions previously, but this is the first time one has been registered for internship credit
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Survey Answers: New Partnership

Since we have not previously vetted your organization and offering(s), Julie Winter, Student Career Advisor, will follow up soon

[See More](#)

Survey Answers: Internship Supervisor Responsibilities

Please indicate confirmation that you have read, understand and agree with the following responsibilities of your Internship	I have read, understand and agree with the expectations and responsibilities of my Internship Supervisor role
------------------------------------------------------------------------------------------------------------------------------	---------------------------------------------------------------------------------------------------------------

[See More](#)

[Previous](#) [Next: Your Survey](#)

If the employer is for-profit and offering an unpaid internship, the Student Career Advisor will also ensure the additional required memorandum of understanding agreement is signed.

“Your Survey” This page asks you to acknowledge and agree with the expectations and responsibilities of your Faculty Supervisor role.

- Please be sure to download and read the full Responsibilities Agreement on the “Experience Details” before agreeing.

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Your Survey

Faculty Supervisor Responsibilities

Please provide approval that you are aware of your responsibilities while serving in this role.

∴ Please indicate confirmation that you have read, understand and agree with the following responsibilities of your Faculty Supervisor role (the full list can be referenced in the Responsibilities Agreement attached under the 'experience details' step here) ----- Before starting the internship: Meet with the student, determine the course level, support development and approval of the student's learning goals, and provide evaluation criteria. --- During the internship: Review student and supervisor evaluation responses, serve as a resource for the student and internship supervisor, and complete check-ins as necessary --- At the conclusion of the internship: Assign a pass/fail grade based on evaluation feedback, confirmation of hours completed, and the evaluation criteria submitted by the student.

I have read, understand and agree with the expectations and responsibilities of my Faculty Supervisor role

Previous
Next: Your Response

“Your Response” This is the page where you convey either approval or denial of the experience.

Approving an Experience:

If you approve, that will trigger an email notification to the next reviewer in line (Student Career Advisor). All subsequent approvers and the student will be able to see you have approved the experience, will also see your survey response, and any comments you entered on the last “response” page before approving. If you notice a small typo or error that needs correcting but you don’t think it warrants a denial, make a note about the typo in the “Reason” comment box before approving. The Student Career Advisor can make the correction.

- A student’s experience will not be fully registered until all approvals have been secured. They may only begin to accrue hours for their position after they receive a final confirmation of registration email from the Northland College Registrar’s Office, which you will be copied on.

Denying an Experience:

If a student is missing or has not included accurate information related to the experience, this would be a reason for denying it. If you deny the request, please add a comment about why. Your denial will halt the process and a notification will be sent to the student and Student Career Advisor. The student will meet with the Student Career Advisor to edit the necessary information, and then the request for approvals will be re-started with you. The Internship Supervisor will not need to re-approve, but can reference any corrections made when a complete record of the experience submission is emailed with the Registrar’s final confirmation of registration. The option to re-start approvals from the beginning is also available if appropriate, and can be activated by the Student Career Advisor.

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Response



What do you think?

Please choose whether to approve or decline this experience below.

Reason (Optional)

Previous
Decline
Approve Experience